

CHAPTER 4. PROGRAM ADMINISTRATION

4.1 REQUESTS, APPLICATION AND DOCUMENTATION PROCEDURES

1. Upon determining to utilize the RAP, the Host Organization will prepare an advertisement, utilizing the templates on the RAP website. This information will include:
 - a. The title, series and grade of the position or identify the special project or assignment.
 - b. A brief synopsis of the types of duties to be performed.
 - c. The skills set being sought.
 - d. Length of the assignment.
 - e. The opening and closing dates of the announcement.
 1. The selecting official may choose to keep the announcement open until a selection is made and may review applications intermittently until a selection is made.
 2. The announcement may be cancelled at any time.
2. Employees interested in the advertised RAP opportunity will be required to electronically submit an application and other required documentation, including the “Rotational Assignment Program – Pilot Agreement”, HUD 2065 form, signed by the Home supervisor. (Upon being selected for a rotational assignment, the form will be completed in its entirety). Information must be complete or the application may not be considered

4.2 SELECTION PROCESS

All candidates will be considered without discrimination for any non-merit reason, such as race, color, religion, gender, age, national origin, veteran status, lawful political affiliation, sexual orientation, marital status, disability (if not a job factor), or membership or non-membership in an employee organization.

1. The CLO or designee will review the applications to ensure employees’ eligibility.
 - a. Any questionable applications will be referred to the Director, Recruitment and Staffing Division or designee for a determination.
2. Applications will be forwarded to the selecting official in the Host Organization for consideration.

HANDBOOK 655.1

Office of the Chief Human Capital Officer
OSS/Policy & Oversight Division
Policy Development Branch

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3. While interviewing is not required, the selecting official is encouraged to interview those candidates who possess the skill set that is most suitable for the assignment. Not all applicants must be interviewed. Once a selection is made, the selecting official will contact HUD LEARN who will:
 - a. Notify the employee (who will complete SF-182 and submit to supervisor).
 - b. Set up a meeting between the Host office and the employee.
 - c. Ensure the RAP Agreement is properly completed and executed.

4.3 DOCUMENTATION REQUIRED

1. Prior to starting the assignment, the hosting organization and selectee will meet to completed a RAP Agreement documenting the objectives of the assignment and the developmental activities that will be performed to meet the developmental objectives.
2. The RAP Agreement must be signed by the employee, the Host Supervisor and the HUD Rotational Assignment Program Manager (OCHCO). (The Home supervisor would have already signed the form, prior to submitting the application for the rotational opportunity)..